



## LEHI CITY POSITION OPENING Legacy Center Front Desk Attendant

**CLOSING DATE:** Open Until Filled

**SALARY RANGE:** \$8.00/hour

**STATUS:** Part-time, non-benefited

**HOURS:** 10-20 per week, rotating shifts during all hours of operation.

**DEPARTMENT:** Recreation Division, Leisure Services Department

**JOB SUMMARY:** Perform desk functions as directed by policies and procedures and under the supervision of desk shift manager. Answer and filter phone calls from patrons and guests. Provide information about the building and programs offered. Assist in membership sign ups. Give tours throughout the building. Perform hourly building inspections, light cleaning and set up and tear down of events as directed. Provide friendly and upbeat customer service. Attend bi-monthly staff meetings, bi-annual customer service meetings and any other meetings as directed by upper management. Cash drawer handling and end of shift till reconciliation. Attend Equipment Orientation as needed. Minimum 2 shifts per week and rotating weekends.

**MINIMUM REQUIREMENTS:** 16 years of age, excellent customer service skills, must be a responsible, self-motivated individual with the ability to stay calm in mildly stressful situations, able to learn and adapt quickly due to constant program and procedures changes. Excel in a team environment and in solitary tasks.

**NOTE:** Turn in required application to Lehi Legacy Center, 123 N Center, Lehi, UT 84043 or download application and job description at [www.lehi-ut.gov](http://www.lehi-ut.gov). Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.